

Gosiger, Inc., one of the nation's largest machine tool distributors, is a third-generation, family owned business, founded in 1922 and headquartered in Dayton, Ohio. With over 425 employees in 12 offices Gosiger, Inc. provides sales, engineering, parts and service support services for high precision CNC machine tools including Okuma and Hardinge in thirteen states.

CONTRACT/PROJECT COORDINATOR

ENGINEERED SYSTEMS DIVISION • DAYTON OHIO

Under general supervision, performs division contract and project administration duties and confidential support and assistance. In performing all job functions, the Incumbent places an emphasis on teamwork, quality and internal/external customer satisfaction.

ESSENTIAL RESPONSIBILITIES AND ACCOUNTABILITIES:

- 1) Performs confidential administrative assistance and support to the Engineering Team of ESD.
- 2) Greets incoming external and internal customers; may prepare special greeting signs for visiting external customers.
- 3) As required, maintains ESD Landlines. All landlines are forwarded to cell phones however on occasion due to vacations, illness, etc. landlines will need to be covered.
- 4) Orders and maintains office supplies for the ESD division.
- 5) Schedules and coordinates meetings, meeting rooms, and makes arrangements for lunch through Corporate Events Planner, and makes reservations for dinner.
- 6) Assists with customer required travel arrangements and assists team members with travel coordination.
- 7) Participates in meetings, takes detailed meeting notes and distributes.
- 8) Coordinates customer proposals; proofs documents and ensures a quality presentation of materials.
- 9) Performs confidential accounts payable and receivable functions in support of the Division Accountant.
- 10) Receives purchase orders from engineers, enters purchase orders into accounting software.
- 11) Maintains log for all purchase orders. Ensures all purchase order paperwork has been turned in by engineers.
- 12) As required, orders parts and maintains tracking and related files for ordered parts.
- 13) Coordinates and maintains Customer Job Packets ensuring high quality and accuracy; packets are to be a complete presentation of materials.
- 14) Position is the main ESD contact for shipping department for ESD receivables; i.e. parts, accessories, etc.
- 15) Collects receiving paperwork for ordered parts on Purchase Orders and confirms with engineer and manager that goods were received in good order. Matches receiving paperwork with purchase order.
- 16) Receives invoices from vendors and combines with receiving paperwork and purchase orders – tracks down any missing documentation needed before the invoice can be entered into accounting software. Makes appropriate copies to be filed in job packets.
- 17) Performs data entry for Accounts Payable expense invoices.
- 18) Performs file maintenance for AP invoices that need to be turned in for payment to Corporate Accounting.
- 19) Ensures hours are entered correctly and in a timely manner into project tracking software. Enters labor hours into accounting software to post against projects.
- 20) Logs in receivables with acknowledgment to Accounting; MAS200.

- 21) Assists in preparation of packing list for machine shipments, in conjunction with POC requirements.
- 22) Prepares required import/export documentation for shipments.
- 23) Coordinate with rigging or trucking companies for incoming/outgoing shipments.
- 24) Finalizes and distributes completed ESD project document to customers when project has been completed.
- 25) Creates Excel Spreadsheets ensures high accuracy in numerical entry and formula creation.
- 26) Creates Word Processing and Power Point documents for ESD Team; ensuring high quality and accuracy; i.e. training material and curriculum, set-up sheets, project binders, division policies, guidelines and templates.
- 27) Each morning picks up incoming mail from 108 McDonough Building mail boxes and distributes. Drops off outgoing mail/stamps and places in bin for Post Office delivery.
- 28) Coordinates printing of documents with external vendors, delivers and picks up materials when complete.
- 29) Based on business need; assist, support and/or performs administrative support duties for other departments and divisions.
- 30) Continuously reviews current processes and procedures, and searches out improvement methods to reduce waste, rework and unnecessary work that adds no value.

QUALIFICATIONS:

- 1) High School graduate with formal course work in Business Administration related classes. Associates in Business preferred.
- 2) Demonstrate initiative and self starter.
- 3) Strong Planning and Organization Skills required.
- 4) Strong judgement and decision-making Skills required.
- 5) Strong teamwork skills.
- 6) Experience in a customer service related position utilizing customer satisfaction communication skills.
- 7) Excellent interpersonal communication skills for both internal/external customers.
- 9) Advanced user Microsoft Office Software; Word, Excel, Power Point, Flow Charting. Project Management Software experience a plus. Must be able to create Excel Spreadsheets using formula's.
- 10) Basic knowledge and application of Accounts Payable and Receivable functions.

WORKING CONDITIONS:

Administrative work environment with daily exposure to production floor. Peak work periods related to meeting customer proposal deadlines, job packet deadlines and ensuring customer satisfaction to all internal and external customers.

We offer a competitive compensation package commensurate with experience and education, and an excellent benefit package.